

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF CALLED MEETING**  
**Friday, December 2, 2011**

A called meeting of the Berryville Architectural Review Board was held on Friday, December 2, 2011 at 12:00 p.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**ATTENDANCE**

The following members of the Board were present: Jim Barb, Chairman, Ken Livingston, Nancy Bishop, Sue Cooper and Susan Wolk.

The following staff members were present: Christy Dunkle, Town Planner.

Others in attendance: Jennifer Muenzer.

The Chairman called the meeting to order at 12:00 p.m.

**APPROVAL OF AGENDA**

Mr. Livingston moved to approve the agenda as written, seconded by Mrs. Bishop. The motion passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Mrs. Wolk moved to approve the minutes of the November 2, 2011 meeting as written, seconded by Mrs. Cooper. The motion passed unanimously by voice vote.

**Architectural Review**

**A discussion of modifications including new windows and doors for the property located at 18 and 20 North Church Street, identified as Tax Map Parcel number 14A2-((A))-67 zoned C General Commercial.**

Ms. Dunkle gave a brief description of the request and introduced Jennifer Muenzer, daughter of the applicants, representing Family Trust Numismatics. Mr. Livingston asked if this was a tax credit project. Ms. Muenzer said it was not. She said that there were too many stipulations and that they were trying to expedite the project in order to open the business. Ms. Muenzer stated that the proposed windows were vinyl and would have internal muntins. She said that in order to provide security required for the coins and to have energy efficiency they would need to install new windows. She said they were planning on repairing and reinstalling the existing shutters and repainting the roof.

There was a general discussion about the look of low cost vinyl windows on commercial structures. Mr. Livingston recommended using the existing wooden windows, adding storm windows, or installing new wooden windows. There was a discussion about security and alarms that could be used on the windows. Ms. Muenzer said that they are also planning to install outdoor security cameras. Ms. Dunkle said that the Architectural Review Board would need to review and approve anything added to the outside of the building including cameras and signage.

The chair recommended that the ARB go down to the building and look at the existing conditions. Upon arrival, ARB members recommended recessing the doorway that was being bricked in on the south side of the structure. There was a general discussion about the bricking-in of the rear of the

building and that because this was an addition, it was not as critical as the south side. ARB members looked at the windows and doors and discussed the transoms above the front and north side doors. Ms. Muenzer said that they would like to replace the existing doors on the north side with steel doors and showed them the photo of the door they are proposing. Mr. Livingston suggested that they consider a steel door with a pattern, which ARB members agreed with. There was a general discussion.

Mr. Barb asked about future signage location. Ms. Muenzer said they would like to put a wall sign where the transom is located above the right front door. The discussion returned to the windows. Mr. Livingston said that vinyl windows do not do the building justice. Mrs. Wolk asked about the materials of the step and railing on the front of the building. She said that she preferred that the wrought iron railing similar to the one on the right side of the building should replace the wooden one on the left.

Mr. Livingston made a motion to either repair the existing wooden windows or replace them with new wooden windows, second by Mrs. Bishop. The motion passed unanimously by voice vote. ARB members said that they would like to review the doors at the next meeting. Ms. Dunkle said she would work with Ms. Muenzer to complete appropriate paperwork and schedule a special meeting in order to expedite their request.

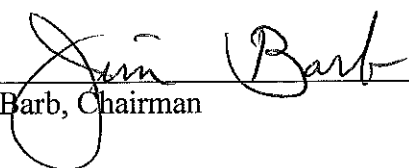
#### **OTHER**

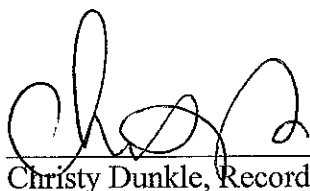
There was no other business.

#### **ADJOURNMENT**

There being no further business, the Chairman called for a motion to adjourn the meeting to Berryville Main Street in order to judge the parking meter contest.

Mrs. Cooper moved to adjourn, seconded by Mrs. Wolk, the motion passed unanimously by voice vote. The meeting adjourned at 1:15 p.m.

  
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Jim Barb, Chairman

  
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Christy Dunkle, Recording Secretary